Summer Village of Birchcliff
June 4, 2026
Municipal Planning Commission Minutes

Minutes of a Municipal Planning Commission Meeting of the Summer Village of Birchcliff, Province of Alberta, held June 4, 2026, at the Summer Villages on Sylvan Lake Administration Office in Sylvan Lake, Alberta.

PRESENT:

Chair:	Ann Zacharias
Council Member:	Jonathan Paulgaard via Zoom
Member-at-Large:	Michael Wells
CAO:	Tanner Evans
Development Officer:	Kara Hubbard
Junior Development Officer:	Sarah Cheney
Recording Secretary:	Teri Musseau
Applicants:	Scott Gammer

CALL TO ORDER Chair Zacharias called the meeting to order at 8:59 a.m.

AGENDA:

MPC-26-012 Moved by Member Wells that the agenda be approved as presented.
CARRIED

DEVELOPMENT APPLICATIONS

1. 411 Birchcliff Road (Lot 2, Block 3, Plan 3515RS)

Application for approval for construction for lakeside stairs down the escarpment for the property located at 429 Birchcliff Road (Lot 2, Block 3, Plan 3515RS) in the Summer Village of Birchcliff.

Kara Hubbard, Sarah Cheney and applicant left the meeting at 9:11 a.m.

DECISION(S)

1. 429 Birchcliff Road (Lot 2, Block 3, Plan 3515RS)

MPC-26-014 MOVED by Member Paulgaard that the Municipal Planning Commission approve the application for construction of lakeside stairs down the escarpment for the property located at 429 Birchcliff Road subject to the following conditions being met to the satisfaction of the Development Officer:

- The development commences and continues in the manner applied for, including landscaping, and that all development complies with the regulations and specifications of the Land Use By-Law under which this permit was issued.
- The construction shall be completed within 12 months, and any landscaping shall be completed within 2 years of the date of permit issuance.
- The stair structure shall be constructed on pilings installed during dry, non-frost conditions to ensure proper installation and stability. Installation of pilings in frozen ground or saturated soil conditions is not permitted.

- Any damage to public roads or the carriageways due to the construction shall be repaired immediately at the expense of the permit holder.
- All road bans to be followed that are implemented by Roadata and the administration office.
- All applicable Superior Safety Codes permits to be completed and submitted to the administration office.
- Approval is subject to the property owner entering into an agreement with the Summer Village of Birchcliff allowing the encroachment of the proposed lakeside stairs.
- Completions deposit of $10,000.00 required, or a security in the form of an irrevocable letter of credit may be required to ensure that landscaping that is subject to a development permit is carried out with reasonable diligence.
- Any required provincial approvals must be obtained and submitted to Administration.
- In order to maintain stability of the slope, the requirements of the geotechnical report are to be adhered to for preventing surface erosion specifically in construction areas. (Page 8, a)-f)).
- Final as built real property report from an Alberta Land Surveyor at the completion of construction.
- Landscaping to be completed in accordance with the landscaping plan; only minor vegetation removal where the new stairs will be constructed is permitted. Any new plantings to be selected from the Summer Village native plantings list.
- Proper drainage must be maintained in order to maintain the stability of the slope.
- Land located below the top of bank/land with slope areas of gradient of 15% or more area to retain in natural state. Variance granted by the Municipal Planning Commission that land is to be left in a natural state, and all areas to remain as is, but screw piles and staircase can be constructed to complete a safe lake access over the escarpment area.

CARRIED

ADJOURNMENT:

Moved by Chair Zacharias that the Municipal Planning Commission meeting be adjourned at 9:29 a.m.

CARRIED

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ANN ZACHARIAS, CHAIR

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TANNER EVANS, CAO

Initials